



**HOFFMAN CONSTRUCTION COMPANY  
OF OREGON**

**METRO HEADQUARTERS**

**PROJECT MEETING MINUTES**

**Our Job No. 9214**

Meeting No:	37	
Date:	September 1, 1992	
Location:	HCCO Field Office	
Attendees:	Berit Stevenson	Metro
	Glenn Taylor	Metro
	Pat Merkle	Metro
	Maurice Neyman	Metro
	Bob Thompson	Thompson Vaivoda & Associates
	Paul Thimm	Thompson Vaivoda & Associates
	Ed Carlisle	Glumac (Partial)
	Steve Strauss	Glumac (Partial)
	Cade Lawrence	Hoffman Construction Company
	Don Nail	Hoffman Construction Company
	Bill Stotts	Hoffman Construction Company

**37-1-0 ACTION ITEMS**

- ✓ 37-1-1 Power Pole Relocation: All parties discussed the site work schedule and all parties agreed a meeting should be held with the City of Portland (Ron Kleinschmidt). Metro will contact the City and arrange the meeting.

Action: Metro  
Date: September 4, 1992

HELD 9/3/92

30 DAYS TO SCHED. & MOVE

BILL SET UP MTS  
W/ KLEINSCHMIDT  
NEXT TUES @ 10:00

SOME POLES (POWER TO BLDG) WILL REMAIN  
UNTIL NEW POWER TO BUILDING IS SWITCHED OK

- ✓ 37-1-2 Tower Screen Framing: HCCO questioned whether the tower screen north wall should be radiused or segmented. TVA requested the framing be radiused on the shop drawings. HCCO and TVA will review the options and decide whether a radius or segment design should be utilized.

Action: HCCO/TVA  
Date: September 3, 1992

- ✓ 37-1-3 Security Meeting: Metro requested a meeting with the security subcontractor to review the latest tenant improvement design information and the Fire/Life/Safety issues. HCCO will contact Selectron and set-up a meeting for all parties.

Action: HCCO  
Date: September 8, 1992

9:45

37-2-0 **RESOLVED ITEMS**

- 36-2-2 Metro T.I. Revisions Review: Metro will review the latest addenda issues and let TVA know which issues they really would like to see implemented. HCCO will not issue the old ASI to the bidders until Metro clarifies their needs.

Action: Metro  
Date: 9/1/92

As of September 1, 1992: All parties will meet and review HCCO's latest tenant improvement breakdown so decisions can be made on budget versus design.

37-3-0 **UNRESOLVED ITEMS**

- 2-3-5 PP&L Energy Analysis: Metro reported they have a meeting with Glumac January 10, 1992 at 10:00 at Glumac's office to review the PP&L energy analysis issues. Any parties interested will attend the meeting.

Action: Metro  
Date: January 10, 1992

See previous meeting minutes for prior status.

As of August 18, 1992: HCCO reported Grasle had priced using Gardco fixtures at the lower level parking area and the premium cost came in at just less than \$2,000. HCCO will

forward a copy of Grasle pricing to Metro for review. Metro requested Glumac revise the energy study to reflect using "HPS" fixtures at the parking garage.

As of August 25, 1992: All parties discussed how best to complete the garage lighting switchover since a voltage change would be needed and vehicles would still be parking. Glumac, HCCO and Grasle will review options for sequencing the work. Metro and HCCO will meet with the parking garage manager (Virgil) to review construction work sequencing.

As of September 1, 1992: HCCO and Metro met with the garage manager and decided the lighting work would need to be completed on weekends and by floor. HCCO will have Grasle update their pricing to include the weekend work sequence. ✓ HCCO explained there will need to be a temporary service at some time to allow the building power switchgear and still keep the garage lights on.

✓ 11-3-1

Paging System: HCCO questioned the status of a paging system for the project. Metro explained they do want a paging system included in the T.I. design. TVA will review what is necessary to provide a paging system.

Action: TVA  
Date: 3/10/92

See previous meeting minutes for prior status.

As of August 18, 1992: Glumac issued the Council Chamber mechanical unit sound data to ALTA for their review. Metro reported they received the ALTA preliminary report for audio/visual and acoustical needs at the Council Chamber's area. Metro will distribute the report to all parties for comments. Glumac will confirm the present Council Chambers mechanical design would give Metro an NC-30 in the room.

As of August 25, 1992: All parties discussed the issues of concern and the following design concepts were discussed:

- 1) Add vibration isolation springs at compressors (HCCO)
- 2) Extend storage room walls and construct with sound rating construction (Metro)
- 3) Add sound traps at supply and return ducts (???)
- 4) Delete light fixtures which have vented openings (Metro)
- 5) Reduce the rooftop unit fan speed (HCCO)
- 6) Line the main supply duct with insulation (Metro)
- 7) Add shear isolators on first feet of duct
- 8) Metro requested Cliff Sroka be brought in to review the sound issues

As of September 1, 1992: HCCO explained Cliff Sroka was presently reviewing the Council Chamber's mechanical system

versus the expected N.C. rating. HCCO expects the sound analysis to be complete by September 3, 1992. From the study, all parties will decide which measures above must be implemented.

AV MEETING 9/9/92 9:00AM @ METRO  
11:00AM @ QUMAC

✓ 22-3-3

1% Art Selection: Metro explained they had received the art submissions and the committee is in the process of making a selection. Metro explained one of the favored art options would be special brick pavers at the Plaza level. TVA and HCCO voiced concern about how the art brick work would interface with the base brick at the Plaza. Metro and TVA will continue to expedite the artwork selection.

Action: Metro/TVA  
Date: 5/26/92

See previous meeting minutes for prior status.

As of August 18, 1992: Metro reported the Art Committee had approved the latest Plaza art layout and the artist is presently working on shop drawings from which the pavers can be installed accurately. Metro reported they had given the Artists until + 10/15/92 to complete since the HCCO work schedule had lost several days.

As of August 25, 1992: Same as above. Metro also informed all parties there would be a meeting with the mirror art person following this meeting.

As of September 1, 1992: A meeting was held with the mirror artist and the artist will get TVA a layout drawing for necessary backing. TVA will expedite so backing can be incorporated. Metro will also expedite a mock-up from the plaza artist so the actual construction sequence can be finalized.

PAVER DRAWINGS IN TO HCCO.

29-3-1

Police Space Planning: Metro explained they are presently working on having a local police department lease a portion of the 5,000 s.f. of tenant space at the 1st floor level. Metro explained they would like TVA and HCCO to do the work if the lease proposal works out.

Action: Metro  
Date: 7/14/92

See previous meeting minutes for prior status.

As of August 18, 1992: Metro tabled a preliminary space plan for the Police Station from which HCCO can budget price. TVA will also get their fee proposal over to HCCO for submittal to Metro.

As of August 25, 1992: HCCO received TVA's pricing and forwarded to Metro for review.

As of September 1, 1992: Metro approved TVA's design fees and TVA will finalize police drawings by September 12, 1992. Metro requested TVA incorporate some signage on the building exterior in their final design. HCCO will submit a price after they receive the final design documents.

TVA WORKING ON FINAL DRAWINGS. 2 WEEKS

✓ 32-3-2

Spire Lighting: TVA explained they are still looking at options to light the tower spires and delete the large spot lights. TVA will continue to push on Glumac for lighting options.

Action: TVA  
Date: 8/4/92

See previous meeting minutes for prior status.

As of August 18, 1992: TVA explained they are working with Glumac to get the revised fixture costs and TVA committed to issuing a preliminary design by 8/31/92.

As of August 25, 1992: Same as above.

As of September 1, 1992: TVA explained that Glumac will have the spire lighting drawings issued by this afternoon.

33-3-1

Daycare Range Venting: Metro questioned whether the present Daycare kitchen will allow full cooking processes as they had heard the State office Daycare kitchen could not have full cooking. TVA will check with Glumac on the Daycare kitchen capabilities and report back.

Action: TVA  
Date: 8/11/92

See previous meeting minutes for prior status.

As of August 18, 1992: All parties reviewed the Daycare kitchen present design and confirmed the range hood is vented to the outside. Metro questioned whether the specified Daycare equipment could be upgraded to a more commercial grade. TVA will check with the Health Department to determine if commercial equipment could be utilized. TVA will send Glumac a copy of the range data.

As of August 25, 1992: Metro reviewed the issues with the Health Department and found a produce sink is now being required. TVA and Glumac will get the produce sink added if necessary and labeled appropriately. Metro is sending the latest drawings to the Health Department for review.

As of September 1, 1992: Metro issued drawings to the Health Department and received a form/list of design and construction issues which must be addressed. TVA will review the document and revise the design to meet any of their requirements. Metro also requested the range be revised to a commercial quality range. TVA will get the range revised.

CUT SHEETS GOING TO GLUMAC FROM TVA.  
RANGE & HOOD NEEDS TO BE COMMERCIAL

33-3-2 Site Sidewalk Bump: Metro voiced concern that kpff had allowed the City to add a road modification at the corner of 7th and Lloyd which would increase the site costs. Metro explained they had never been informed that the City was requiring the modification. TVA will check with the City to determine exactly why the road revision was occurring.

Action: TVA  
Date: 8/7/92

See previous meeting minutes for prior status.

As of August 18, 1992: All parties discussed the 7th/Lloyd concrete sidewalk and it was decided Metro would contact the City to determine why the intersection had to be modified.

As of August 25, 1992: Metro discussed the issue with the City and found Ron Kleinschmidt was requiring the revision. Metro explained they feel the additional concrete bump work is an item HCCO should cover in lieu of the street signal. HCCO will discuss the issue with the City. HCCO did not agree with Metro about the signal money covering the additional sitework.

As of September 1, 1992: HCCO explained they had talked with Ron Kleinschmidt (City) but he was holding firm on having the bump. Ron recommended HCCO review further with Kittleson so

HCCO is going to proceed in that direction. HCCO emphasized again they felt the revisions at the corner of Grand and Lloyd had been their coverage of costs since the signal was not required.

34-3-2 T.I. Bid Analysis: HCCO explained they did receive the T.I. bids on 8/6/92 and are in the process of analyzing the bids to come up with the correct low bidders. HCCO did report the initial bid review indicated the T.I. work is substantially over budget. HCCO will attempt to have bid and budget information ready for review by next week.

Action: HCCO  
Date: 8/18/92

As of August 18, 1992: HCCO explained they are still in the process of analyzing and separating the bids. Metro requested the main T.I. review meeting be moved to 8/24/92 at 1:30 if possible. All parties agreed to the new date.

As of August 25, 1992: All parties met on 8/24/92 at 1:30 and reviewed the T.I. bid analysis. The overall T.I. bids were over and Metro requested a goal of cutting \$385,000 from the design be set. HCCO will obtain further breakdowns for a design vs. cost meeting on 9/1/92 at approximately 9:30.

As of September 1, 1992: All parties will meet at 9:30 a.m. this morning to review HCCO's latest breakdown.

34-3-7 Reception Desk Design: HCCO questioned the status of the reception desk design by TVA. TVA explained they are working on it this week and hope to have it issued by next week. HCCO informed TVA that the reception desk design is showing negative on the schedule.

Action: TVA  
Date: 8/18/92

As of August 18, 1992: TVA explained they were working on the reception desk and council chambers casework but would not have it available until 8/21/92. HCCO emphasized it is a

critical schedule issue so the design needed to be issued by 8/21/92.

As of August 25, 1992: TVA (Paul) reported Bob was working on it but was not complete at this point. HCCO voiced frustration and informed TVA they were going to put a hold on TVA's next check until the reception and council chamber designs were submitted.

As of September 1, 1992: TVA tabled a preliminary design and HCCO will forward to the casework low bidder for pricing. TVA committed to having the Council Chamber's main desk issued to HCCO for pricing by September 11, 1992. HCCO explained how the Syndicrete supplier was not cooperating with the low casework bidder to get pricing. Metro will contact Syndicrete about the issue. Metro also requested that TVA check the reception desk countertop height to insure it meets the ADA requirements.

FINAL DESIGN DUE FRIDAY 9/11

35-3-3 Blind Selection: HCCO questioned the status of TVA and Metro reviewing options for the window blinds. TVA will get Metro some window blind samples they were looking at.

Action: HCCO  
Date: 8/25/92

As of August 25, 1992: HCCO tabled samples of a window mesh material for use in lieu of window blinds. HCCO also had a couple window blinds mounted for Metro review. Metro will review and let HCCO know which type they would like priced.

As of September 1, 1992: TVA and Metro explained they have another window blind option they would like priced. TVA will get the information to HCCO for pricing.

ROLL UP SHADE OUT FOR PRICING.

36-3-1 T.I. Lighting: Glumac explained the present design utilizes three lamp fixtures which can have the middle light fixtures turned off. Metro will get with PP&L to discuss affects to the energy study since the three lamp fixtures will use more than one watt/s.f. but the three lamp fixture is necessary to meet the RFP footcandle requirements. Glumac will review how many light fixtures should be required as part of the core and shell vs. T.I. area.



Action: Metro/Glumac  
Date: 9/1/92

As of September 1, 1992: Metro has PP&L reviewing the present lighting design to determine whether they can finance the lighting as designed. Metro will pursue the issue with PP&L.

36-3-3 Parking Garage Walls: HCCO requested that Metro review how they desired the parking garage shear walls to be sequenced with the actual car parking. Metro will review the issue with the garage manager and get back with HCCO.

Action: Metro  
Date: 9/1/92

As of September 1, 1992: TVA tabled a sketch of proposed blockouts in the parking garage walls to allow for sight lines. TVA will have KPFF review how big the openings can be without revising the structural design. HCCO will start enclosures and excavation on September 8, 1992.

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KPFF REVIEWING

36-3-4 Plaza Concrete Mockup: Metro explained the Plaza area artist would like to see a sample of the Plaza exposed aggregate finish and color. HCCO will get a sample together but warned the color could vary due to the concrete being supplied by Lone Star.

Action: HCCO  
Date: 9/1/92

As of September 1, 1992: TVA will talk to Lone Star about the concrete color which could be expected. HCCO will pour a 2'x2' concrete sample by September 2, 1992 for TVA's review.

37-4-0 **QUALITY/SAFETY ITEMS**

37-4-1 Quality Issues (Window Alignment): TVA voiced concern about how the horizontal window mullions are not lining up horizontally with the brick bands and each other. TVA and HCCO will review the issue with Harmon.

37-4-2 Safety Manhours: HCCO reported they had presently worked approximately 42,000 manhours without a lost time accident as of 7/31/92.

37-5-0 **INFORMATION ITEMS**

37-5-1 Next Meeting: The next Project Review meeting is scheduled for September 8, 1992 at 8:00 a.m. at the jobsite office.

37-5-2 Schedule: See attachment, Fig. #1 for a copy of the HCCO three-week schedule.

Submitted by:

*Cade Lawrence*

Cade Lawrence  
Assistant Operations Manager

CL:ps

Attachments

cc: Attendees  
Wayne Drinkward, HCCO

Attachment,  
Fig. # 1

Hoffman Construction Job # 9214

Short Interval Schedule

SEPTEMBER

Page 1

METRO HEADQUARTERS

AUGUST

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ACTIVITY DESCRIPTION	Subcont.	31	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
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FRP ROOF TERRACE	HSI		X	X	X	X														
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MISC. DEMOLITION	HSI		X	X	X	X	X		H	X	X	X	X		X	X	X	X	X	FOR NEW STEEL BEAMS
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DEMO OLD FRT ELEV	HSI								H	X	X	X	X		X	X	X	X	X	
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PREP FOR GARAGE WALLS	HSI								H	X	X	X	X		X	X	X	X	X	BUILD ENCLOSURE
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FRP RETAINING WALL AT TRANSFORMER PAD	X		X	X	X	X	X		H	X										
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FRP STEPS AT LOADING DOCK AND STAIR #4	HSI					X	X		H	X	X	X	X		X	X	X	X	X	NEED EXCAVATION SUB
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INSTALL ELEVATOR 4 AND 5	SOUND		X	X	X	X	X		H	X	X	X	X		X	X	X	X	X	NEED STATE CERTIFICATE
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DEMO EXISTING FREIGHT ELEVATOR	SOUND		X	X	X	X	X		H	X	X	X	X		X	X	X	X	X	
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MODIFY SPRINKLER SYSTEM	BASIC FIRE		X	X	X	X	X		H	X	X	X	X		X	X	X	X	X	INTERMITTENT
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CLEAN AND SEAL BRICK	DAVIDSON		X	X																
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INSTALL WEST ELEVATION BRICK THEN NORTH ELEVATION	DAVIDSON		X	X											X	X	X	X	X	FOLLOWING STRUCUTRAL STE
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FAB AND INSTALL DEAD WIND LOAD SUPPORTS	HARMON		X	X	X	X	X		H	X	X	X	X		X	X	X	X	X	WEST ELEVATION
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INSTALL FRAMES AND GLAZE WINDOWS EAST ELEVATION	HARMON		X	X	X	X	X													
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INSTALL SOUTH ELEVATION CURTAINWALL	HARMON								H	X	X	X	X		X	X	X	X	X	
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FIREPROOFING	PERFORMANCE																			INTERMITTENT
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SCREENWALL AND DRYVIT	PERFORMANCE																		X	X
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ELECTRICAL ROUGHIN	JWP GRASLE		X	X	X	X	X		H	X	X	X	X		X	X	X	X	X	MISC
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Short Interval Schedule

METRO HEADQUARTERS

AUGUST

ACTIVITY DESCRIPTION	Subcont.	31	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	
PLUMBING ROUGHIN	PEN NOR	X	X	X	X	X			H	X	X	X	X			X	X	X	X	X	2ND AND 3RD FLOOR
INSTALL GAS PIPING	PEN NOR	X	X	X	X	X															
INSTALL DUCT	MCKINSTRY	X	X	X	X	X			H	X	X	X	X			X	X	X	X	X	3RD FLOOR 2ND FLOOR
INSTALL STEEL FOR ROTUNDA AND DECKING	CARR								H	X	X										WAITING ON DECKING
INSTALL STAIR #3 STEEL	CARR								H	X	X	X	X			X	X	X	X	X	
INSTALL STRUCT STEEL AT ELEV. SHAFTS 4 AND 5	CARR	X	X																		
INSTALL STRUCTURAL SKIN SUPPORTS/AWNINGS AT WEST SIDE	CARR	X	X	X	X	X			H	X	X	X	X								INCLUDES SLAB EXTENSION BRACKETS
INSTALL TRELLIS ON MAIN ROOF	CARR	X	X	X	X	X			H												
RECT STRUCTURAL STEEL AT MAIN ENTRY	CARR								H	X	X	X	X			X	X	X	X		
E.I.F.S. SCREEN WALLS	CARR	X	X	X	X	X			H	X	X	X	X								
INSTALL BEAMS AT ROOF AND FLOOR SLAB OPENINGS	CARR	X	X	X	X	X			H	X	X	X	X								
INSTALL INSULATION AND ROOFING	BUCKAROO								H	X	X	X	X			X	X	X	X	X	CRITICAL
INSTALL PLATES AT ROOF JOINTS	CARR								H	X	X	X	X								
SITE CONCRETE GRADING AND PAVING	??	X	X	X					H	X	X	X	X			X	X	X	X	X	